



United States Department of the Interior
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS

VACANCY ANNOUNCEMENT

READVERTISEMENT

POSITION: Records Management Specialist
GS-301-7/9/11/12/13

ANNOUNCEMENT NUMBER: OST-02-029

OPENING DATE: November 21, 2001
CLOSING DATE: December 20, 2001

FULL PERFORMANCE LEVEL: GS-13
AREA OF CONSIDERATION: All Sources

SALARY: GS- 7 \$29,273 - \$38,053
GS- 9 \$35,808 - \$46,546
GS-11 \$43,326 - \$56,322
GS-12 \$51,927 - \$67,500
GS-13 \$61,749 - \$80,279

LOCATION: Office of the Special Trustee for American Indians, Office of Trust Records, Division of Records Management Services, Branch of Indian Affairs Records Management, Albuquerque, NM

CONTACT TELEPHONE NUMBER: 505-816-1021

WHO MAY APPLY: Current Federal employees occupying Career or Career-Conditional appointments, permanent employees in the Excepted Service who are entitled to Indian Preference, former Federal employees with reinstatement eligibility, individuals who are eligible to be appointed based upon Indian preference, and veterans who are preference eligibles who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service (documentation of eligibility must be submitted with the initial application).

INDIAN PREFERENCE POLICY: In accordance with the Indian Reorganization Act of 1934 (25 USC 472), when filling vacancies by promotion, reassignment, initial appointment, transfer, or reinstatement, priority in selection will be given to Indian candidates who present proof of eligibility for Indian preference. Verification form No. BIA-4432 must be provided with the application of a candidate who claims Indian preference unless the tribe has made a specific waiver. Consideration can only be given to non-Indian applicants (status or reinstatement) in the absence of qualified Indian preference eligibles.

THIS POSITION WAS PREVIOUSLY ADVERTISED UNDER ANNOUNCEMENT OST-01-109. APPLICANTS WHO PREVIOUSLY APPLIED UNDER THAT ANNOUNCEMENT MUST REAPPLY TO RECEIVE CONSIDERATION UNDER THIS ANNOUNCEMENT.

This position has known promotion potential, and therefore, a subsequent career promotion is permissible. More than one position may be filled from this announcement.

Relocation expenses will be paid. Government furnished housing is not available.

STATEMENT OF DUTIES: The position is supervised by the Chief, Branch of Indian Affairs Records Management. The mission of the Office of Trust Litigation Support & Records is two-fold: (1) the Department of Interior's (DOI) Indian trust litigation and settlement effort and (2) reform of the Department-wide Indian Records Management programs. The incumbent serves as a records management specialist within the Branch of Indian Affairs Records Management. Incumbent will be responsible for assisting with coordination, development and issuance of records management regulations, policies and procedures, as well as providing technical assistance with training and oversight. Primary responsibilities include the protection of historical Indian trust real estate, land title, income and trust funds records. Office of Special Trustee records programs include, but are not limited to, archival and records management programs, education, work processing, optical disk technology, micrographics, electronic storage capabilities, and dissemination of records information. The incumbent reviews existing Federal and DOI records management policies and procedures and their application to OST, BIA, BLM, MMS and Indian Tribes. Coordinates records management responsibilities with the National Archives and Records Administration (NARA), the General Services Administration (GSA), the Office of Management and Budget (OMB) and the Department of Interior. The incumbent also provides technical assistance as well as general and specialized training to staff and tribes on all aspects of records management from accession to disposition-life cycle management concepts and standards. **This position requires frequent travel.**

QUALIFICATION REQUIREMENTS: Applicants must meet the qualification requirements contained in the Office of Personnel Management Qualification Standards for General Schedule Positions or the Bureau of Indian Affairs Excepted Qualification Standards (if Native American) as listed below. There are no additional selective placement factors for this position. All qualification requirements and time-in-grade requirements (Federal employees) must be met within 30 calendar days after the closing date of this announcement in order to receive consideration for this position. Applicants' qualifications will be evaluated solely on the information submitted by them in their applications.

The experience requirement for the GS-7 and above is one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience, which is directly related to the position to be filled, and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

One full academic year of graduate level education or law school or superior academic achievement may be substituted for specialized experience required at the GS-7 level. Two full academic years of graduate level education or master's or equivalent graduate degree or LL.B. or J.D. may be substituted for specialized experience required at the GS-9 level. Three full academic years of graduate level education or Ph.D. or equivalent doctoral degree may be substituted for specialized experience required at the GS-11 level.

KNOWLEDGE, ABILITIES, SKILLS, AND OTHER CHARACTERISTICS (KASOCs):

Applicants should address the following factors, in a narrative form, on a separate sheet of paper. This supplemental information will be the principal basis for determining whether or not you are highly qualified for this position. You may expand upon the information that is provided in your application. You should consider appropriate work experience, outside activities, awards, training, and education for each of the items listed below.

1. Knowledge of the trust relationship between the Federal government and Indian tribes and Indian trust organizations and operations to effectively carry out the Department's trust responsibilities to Indian tribes and people.

2. Comprehensive knowledge of regulatory and statutory requirements associated with information resource management and records management processes involved in the life cycle of records.
3. Ability to research and analyze policies, regulations and legislation in order to provide technical assistance.
4. Ability to develop training curriculums and to conduct training sessions effectively to employees and other personnel at differing knowledge levels, both in and outside of Federal Government.
5. Expert skill in planning, organizing and developing methods of evaluating programs.
6. Ability to make oral and written presentations in a clear and concise manner.

ADDITIONAL INFORMATION:

This is not a Testing Designated Position.

5 USC 3303, Hatch Act Amendments of 1993, bars Executive Branch Agencies from accepting or considering prohibited political recommendations for Federal jobs. Any such recommendations received will be returned to the sender. Federal employees who request such a recommendation may be subject to disciplinary action.

Vacancy announcements for the Office of Special Trustee are accessible from the Office of Personnel Management Webpage www.usajobs.opm.gov.

The Office of the Special Trustee for American Indians is an Equal Opportunity Employer. Within the scope of Indian Preference, selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE THE CLOSING DATE.

Attachment

DEPARTMENT OF THE INTERIOR
Office of the Special Trustee for American Indians

**SUPERVISORY APPRAISAL OF DEMONSTRATED
PERFORMANCE OR POTENTIAL**

Announcement No. OST-02-029

PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR AND SUBMIT WITH YOUR APPLICATION, SF-171 (If the appraisal is submitted directly by the Supervisor, the applicant will be permitted to review and/or obtain a copy of the appraisal upon request.)

Name of Applicant: _____ Position: Records Mgmt Specialist, GS-301-
7/9/11/12/13

Basis of Appraisal				RANKING FACTORS (Knowledges, skills, abilities, and other characteristics)	Level of Performance			
Check one					Please Check as appropriate:			
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4	3	2	1
				1. Knowledge of trust relationship between the Federal government and Indian tribes and Indian trust organizations and operations to effectively carry out the Department's trust responsibilities to Indian tribes and people.				
				2. Comprehensive knowledge of regulatory and statutory requirements associated with information resource management and records management processes involved in the life cycle of records.				
				3. Ability to research and analyze policies, regulations and legislation in order to provide technical assistance.				
				4. Ability to develop training curriculums and to conduct training sessions effectively to employees and other personnel at differing knowledge levels, both in and outside the Federal government.				
				5. Expert skill in planning, organizing and developing methods of evaluating programs.				
				6. Ability to make oral and written presentations in a clear and concise manner.				

DEPARTMENT OF THE INTERIOR
Office of the Special Trustee for American Indians

**SUPERVISORY APPRAISAL OF DEMONSTRATED
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Announcement No. OST-02-029

NARRATIVE: BRIEFLY EVALUATE THE CANDIDATE'S OVERALL ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION. NARRATIVE COMMENTS ARE REQUIRED FOR ALL EVALUATIONS.

IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please \checkmark as appropriate)

☐ Present Immediate Supervisor ☐ Present 2nd Level Supervisor ☐ Other

(Specify)

☐ Former Immediate Supervisor ☐ Former 2nd Level Supervisor

Period During Which You Supervised the Applicant:

From:

To:

Appraiser:

(Signature)

(Date)

(Phone No.)

**DEPARTMENT OF THE INTERIOR
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS
APPLICATION GUIDELINES**

Mail applications to: Personnel Office, Suite 1801, 505 Marquette NW, Albuquerque, New Mexico, 87102.
For further information, please call: (505) 816-1021.

APPLICATION REQUIREMENTS. If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within 5 business days after the closing date to receive consideration. Hand delivered applications must be received by the closing date. Applications mailed using Government postage, telefax equipment, and/or envelopes will not be accepted.

The following must be submitted for consideration for this position:

1. You must submit a written application for employment. You may submit an Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171), resume, or other format, provided that you include all the information listed below.
2. BIA Form 4432, Verification of Indian Preference, if applicable.
3. DD-214, Verification of Veterans Preference, if applicable.
4. Current and former Federal employees must submit a copy of their latest SF-50 for verification of reinstatement or transfer eligibility.
5. DI-1935, Applicant Background Survey. (Submission of this form is voluntary. This information will be used solely to review compliance with Federal law. Consideration for this job will not be affected by failure to submit this form.)
6. College Transcripts if you are using education (individually or in combination with experience) to qualify for this position.

In addition, while not required, it is recommended that applicants address the specific knowledge, skills, abilities, and other characteristics (KASOCs) listed on the vacancy announcement that are necessary for successful performance of the work. It is recommended that you provide a narrative statement for each KASOC addressing how your education, experience, training, and awards relate to these KASOCs to show how you are highly qualified for this position.

Please have the attached Supervisory Appraisal of Demonstrated Performance or Potential completed by your supervisor and submit with your application. Although appraisals will be used in ranking, no candidate will be screened out automatically for failure of his/her supervisor to complete an appraisal.

Your written application for employment must include the following:

Announcement number, and title, series, and grade of the job for which you are applying.

Indication of the locations for which you are interested if more than one location is specified in the vacancy announcement.

Personal information - complete name, mailing address (with ZIP code), telephone numbers (daytime and evening), social security number, and citizenship information. If applying under a special employment program, identify program (e.g., veterans' preference, reinstatement, handicapped appointment eligibility) and include appropriate qualifying documentation (e.g., DD-214, SF-50).

Educational information - high school name, city, state (ZIP code, if known), and date of diploma or GED; college/university name, city, state (with ZIP), declared major, dates attended, and type of degree and date received; graduate school name, city, state (with ZIP), major subject, dates attended, and type of degree and date received. If no degree was received, show credits earned (identify whether in quarters or semesters). Unless otherwise stated in this announcement, certified transcripts are not required.

Work experience - supply the following information for the paid and non- paid work you have performed that qualify you for this job: (a) job title (title, series, and grade, if Federal), (b) statement of major duties and accomplishments, employer's name and mailing address, (c) supervisor's complete name and telephone number, (d) month and year of starting and ending dates, (e) numbers of hours worked per week, and (f) salary. Indicate whether we may contact your current supervisor.

Other qualifications related to this job - courses (title and year), relevant skills (e.g., other languages, computer skills, mechanical skills, typing speed), and current professional certificates and licenses (identify issuing authority and date). You may also note any job related honors, awards, and special accomplishments, but DO NOT send documents (e.g., letters of commendation, newspaper clippings).

Senior Executive Service recruitment only - Provide copy of Candidate Development Program Certificate, if applicable.

Unless otherwise stated elsewhere in this announcement, applications will be accepted from individuals with competitive status, with Indian Preference, from severely handicapped individuals (regardless of competitive status), from Veterans Readjustment Appointment (VRA) eligibles (through GS-11) and veterans with compensable disability of 30% or more, and others eligible for appointment under special appointing authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Documentation of eligibility must be submitted with the initial application. Please indicate if you are applying under one of these authorities and submit appropriate documentation (e.g., DD 214; Standard Form 15; required proof of entitlement such as the Veterans Administration letter, etc.)

Status candidates who wish to be considered under both merit promotion and excepted appointment procedures must submit two complete applications. When only one application is received from a status candidate, it will be considered only under merit promotion procedures.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

U.S. citizenship is required.

All new employees of the Office of the Special Trustee for American Indians are asked to identify a financial institution for direct deposit of pay.

If you are selected for a supervisory or managerial position, you must serve a probationary period. Failure to complete the probationary period successfully can result in return to your former position, or to a position of no lower grade and pay than the one which you left to accept the supervisory or managerial position.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked Government envelopes, or postage-paid agency envelopes or metered mail.

The Department of the Interior is an Equal Opportunity Employer. Within the scope of Indian Preference (where applicable), selection for positions will be made solely on the basis of merit, fitness and qualifications without regard to race, gender, sexual orientation, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.